

Jim Doyle
Governor

**WISCONSIN DEPARTMENT OF
REGULATION & LICENSING**



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**FUNERAL DIRECTORS EXAMINING BOARD MEETING
ROOM 294D, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: JERRY LOWRIE (608) 261-4486
Tuesday, December 2, 2003
9:30 A.M.**

1. CALL TO ORDER
 - a. Declaration of Quorum
2. Adoption of Agenda
3. Approval of Minutes (09/16/03)
4. Administrative Report
 - a. Jerry Lowrie, Bureau Director
 - i. Board Roster
 - ii. DRL Staff Directory
 - iii. Meeting Dates for 2004 (Red Folder)
 - iv. To-Do List
 - v. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules
 - vi. Department's response policy to questions on pending complaints.
5. Travel
 - a. Department Travel Policy
6. Legislative Update
 - a. SB-274/AB-559-Cremation Bill
 - b. AB-293-Veterans Burials at Cemeteries
7. Legal Counsel – Jacquelynn Rothstein
 - a. Embalming in Places other than a Licensed Funeral Home-HFS 136.03(2)
 - b. Status of Rule Change to 136.03(2)
 - c. Funeral Directors in charge of more than one Funeral Home.
8. Continuing Education Issues
 - a. Status report – Rick Unbehau, Board Member
9. Examination Issues
10. Visitors Comments
11. Board Member Activity
12. Practice Questions
13. New Business
14. Presentation of Proposed Stipulations by Division of Enforcement or any that may be Submitted after Mailing of the Agenda
15. CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)
 - a. Monitoring Report
 - i. 02 FDR 014
 - b. Case Closings and Case Status Report
 - i. 03 FDR 013
 - c. Administrative Warning
 - i. 03 FDR 024
 - d. Pending Applications that may be Submitted after Mailing of Agenda.
 - e. Deliberation on Administrative Warnings or Proposed Stipulations that may be

Signed after Mailing of Agenda

16. RECONVENE TO OPEN SESSION
 17. Vote on Items Considered or Deliberated Upon in Closed Session, If Voting is Appropriate
 18. ADJOURNMENT
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**FUNERAL DIRECTORS EXAMINING BOARD SCREENING PANEL
ROOM 294D, 1400 EAST WASHINGTON AVENUE, MADISON, WI
CONTACT: DAVID O'CONNELL (608-261-4490)**

Tuesday, December 2, 2003

9:00 A.M.

1. Call Open Session to Order
2. Convene To Closed Session to consider discipline (s. 19.85(1)(B), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
 - a. Screen complaints received from the public against credential holders. The panel consists of two Board members and Department Staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion and voting. The board may also consider in closed session, stipulations filed after the printing of this notice. Meetings may be confirmed by a telephone call to the listed contact person. Examinations are open only to authorized candidates. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. For a complete copy of the board's agenda, contact the board listed above. Interpreters for the hearing impaired provided on request. Contact the Affirmative Action Officer, (608) 266-2112.